



St. Andrews Community Club
28 A St. Andrews Road
St. Andrews, MB R1A 2Y1

Applications Close: August 8, 2025	Reports to: STACC President; Board of Directors
Job Title: Facilities Manager & Ice Technician	
Location: St. Andrews Community Club	Hours: One Full-time position (up to 40 hours per week). Days, evenings, weekends.

Summary

The St. Andrews Community Club (STACC) is located in south St. Andrews and is a vibrant, volunteer-driven community club that serves as a hub for local events, recreation, and sports programming. STACC is looking for a dedicated and hands-on 'Facilities Manager & Ice Technician' to oversee the day-to-day operations of our facility, including the arena, community spaces, and grounds.

The ideal 'Facilities Manager and Ice Technician' Candidate must be passionate about community engagement and facility management. This position will appeal to someone who is self-motivated, an exceptional team player, adaptable, reliable, and client and community-focused.

Compensation and terms of the contract will be discussed with the successful candidate and based on STACC budget and candidate's qualifications.

Overview of the Role

The 'Facilities Manager & Ice Technician' reports to the President of the Board of Directors. This position is full-time, up to 40 hours per week on a contract term basis. Hours will include days, evenings, and weekends depending on the needs of STACC's programs and events.

The Facilities Manager & Ice Technician is responsible for the day-to-day operations of STACC including managing the ice bookings, casual ice technicians, and other community services. The Facilities Manager & Ice Technician tends to the resurfacing and maintenance of the ice (indoor and outdoor), monitoring of refrigeration plant, routine inspection and maintenance of all facilities and grounds, overseeing general cleanliness and functionality of the entire facility, and assisting in event set ups and tear downs. STACC is willing to train a suitable candidate.

Specific Duties and responsibilities include:

- Install, maintain, and remove arena ice surfaces (Flooding and maintenance of indoor and outdoor ice sheet(s))
- Operate and maintain ice resurfacing equipment (eg. Zamboni, edger)
- Conduct routine facility inspections and preventative maintenance on building systems (HVAC, lighting, plumbing, etc)
- Manage facility rentals, event set-ups, and general scheduling (including ice bookings)

- Maintain cleanliness and security of facilities and grounds
- Supervise part-time staff, contractors, and volunteers
- Ensure compliance with safety codes, health regulations, and WHMIS standards
- Monitor inventory and order supplies as needed
- Provide excellent customer service and liase with community members and user groups
- participate in budgeting and reporting activities in collaboration with the STACC board
- advising appropriate STACC board member/Rec Manager of other issues that occur at or involve the Club which may require immediate attention/tradespeople
- completing required documentation or logs (incident reports etc.)
- other duties as assigned

Essential Skills

- Reliable and trustworthy
- Flexible and has the ability to adapt to all situations
- Friendly, energetic
- Team player, works well with others
- Leadership skills/qualities
- Organized with the ability to prioritize issues
- Problem solver/quick thinker
- Self-motivated/ability to work independently
- Facility and grounds maintenance skills

Qualifications

- Satisfactory Criminal Record and Vulnerable Sector Record is required.
- Valid driver's license – Class 5 is required.
- Valid Power Engineer's Certificate Refrigeration Class (W) or equivalent Power Engineer Level 4 or better is considered an asset.
- First Aid/CPR/AED and WHIMS 2017 training would be considered an asset.
- Experience in arena ice management and/or facility management would be considered an asset.
- Experience in scheduling and supervising employees.

***STACC is willing to train a suitable candidate.*

To Apply

We are inviting interested people to apply as soon as possible.

Please e-mail resume to connect@jennifermeixner.com or drop off a resume at 28A St. Andrews Road, St. Andrews MB, with a short cover letter telling us more about yourself and how you see yourself in this role.